**Teesdale School**

**and Sixth Form Centre**

cover supervisor

# JOB DESCRIPTION

 “Our vision is to be an outstanding and vibrant school of which Teesdale is proud; the first choice for students, parents and carers, staff and the wider community.”

*This is supported by our ethos of inspiration, collaboration and celebration.*

## Inspiration

Inspire young people and all staff

## Collaboration

Work collaboratively with staff, students, parents and other stake holders

## Celebration

Celebrate the successes of all students and staff

# cover supervisor

**Grade:** Grade 4 - point 15 – 19

*(£16,772 - £18,560* ***pro rata term time***)

**Hours per week:** 37 hours per week – term time

**Usual hours of work:** Monday to Thursday 8.20am to 4.15pm (30 mins lunch break)

Friday 8.20am – 4.10pm (30 mins lunch break)

**Responsible to:** Senior Leaders and the Cover Manager

**Responsible for:** Supervising pupils as directed by the Cover Manager

# main duties

1. To uphold the school rules and ethos.
2. To supervise classes in the teachers absence and communicate the work set by the class teacher to the pupils.
3. To follow all instructions as directed by the class/lead teacher and report any issues which may result.
4. To promote positive pupil behaviour and conduct.
5. Accompany staff on educational visits.
6. To assist with administration needs of the Departments.
7. Provide classroom support activities.
8. To act as an exam invigilator when required.
9. To undertake school detention when required.
10. Supervise pupils during beak and lunchtimes as needed.
11. Supervise homework after school club.
12. Run/support lunchtime clubs.
13. Provide First Aid if required following appropriate training.
14. Ensure subject work is available prior to the lesson.
15. Supervise the Removal Room if and when required.
16. Any other duties specified by the Headteacher.

# health and safety

* Comply with the requirements of Health and Safety at Work Regulations.
* Take reasonable care for the Health and Safety of yourself and others.
* Co-operate with the school in ensuring that Health and Safety responsibilities are carried out.

# additional requirements

* Attend any training courses relevant to the post, ensuring continual personal and professional development.
* Ability to present oneself as a role model to pupils in speech, dress, behaviour and attitude.
* Undertake any other duties that are commensurate with the post.
* The post holder has common duties and responsibilities in the areas of:-

Quality Assurance, Communication, Professional Practice, Health & Safety, General Management (where applicable), Financial Management (where applicable), Appraisal, Equality & Diversity, Confidentiality and Induction.

T**eesdale School has a no smoking policy.**

# Safer recruitment

Safeguarding Statement: Teesdale School is committed to safeguarding and promoting the welfare of our pupils and expects all staff, governors and volunteers to share this commitment. All appointments are subject to an enhanced DBS check.

In accordance with regulations, the School will carry out a check with the Disclosure and Barring Service as to the existence and content of a criminal record of persons appointed to posts giving substantial opportunity for access to children. Any information will be treated in the strictest confidence and will be considered only where it is felt to be relevant to a particular job or situation. Your permission will be sought to carry out the disclosure procedure following an offer of appointment but you should note that refusal to give permission could prevent confirmation of your appointment.

You will need to attend school soon after the offer of appointment with some or all of the following documents:

Passport / Driving Licence / Utility Bill / Birth Certificate / Marriage Certificate / NI Evidence /

Copies of Qualifications.

The appointment is also subject to obtaining satisfactory references.

New entrants to The Academy will be subject to a six month probationary period.

Teesdale Academy is an Equal Opportunity Employer. We want to develop a more diverse workforce and we positively welcome applicants from all sections of the community.

Applications from candidates with disabilities will be granted an interview if the essential job criteria are met.

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# person specification

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| --- | --- | --- | --- |
| **ATTRIBUTES** | **ESSENTIAL** | **DESIRABLE** | **HOW IDENTIFIED** |
| **QUALIFICATIONS** | A minimum of 4 GCSE’s at grade A-C, including English and maths or equivalent |  | Application Form  Interview |
| **EXPERIENCE** | Experience of working with young people | Experience of working within an educational environment would be a distinct advantage however is not essential.  Experience of Invigilating examinations | Application Form  Letter  Interview  References |
| **SKILLS** | Ability to follow instructions and advise.  Ability to establish good working relationships  Good communication skills, both oral and written.  Ability to relate well to people of varying backgrounds in different situations and to promote their educational progress.  Ability to undertake group work and one to one work with young people.  Knowledge of current issues and practices relating to work with young people.  Awareness of Health and Safety standards, regulations and management systems.  Computer literate with a working knowledge of ICT. | Experience of working in a secondary school environment  Knowledge of behaviour management  Knowledge of Health & Safety regulations | Letter  Interview  References |
| **PERSONAL QUALITIES AND ATTITUDE** | Integrity, initiative, self-motivation.  A desire to work in a school environment and promote the positive ethos of the school  Reliable, flexible and adaptable  Commitment to own personal development  A sense of humour |  | Letter  References  Interview |
| **SPECIAL WORKING CONDITIONS** | Ability to work occasional evenings, occasional school holiday periods and occasional weekends.  Commitment to undertake relevant training. |  | Application form  Interview |